City of La Puente

15900 E Main Street, La Puente CA 91744
Telephone (626) 855-1500 Fax (626) 961-4626
Attn: Business License Division – (626) 855-1508 or (626) 855-1521

Thank you for doing business in La Puente

BUSINESS LICENSE APPLICATION

Please Type or Print in Block Letters

OFFICE USE ONLY

Business License #: _____
SIC CODE: _____
Expiration Date: _____
Application Reviewed by: _____
Application Created by: _____

New Business ☐ **Change of Ownership** ☐ **Change of Address** ☐

Business Name _____

Corporate Name (if applicable) _____

Business Location _____
(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)

_____

Mailing Address _____

_____

If your business activity in La Puente involves the use of vehicles, please list the vehicle's license numbers below:

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

Ownership

☐ Corporation ☐ Corp-Ltd Liability
☐ Partnership ☐ Ltd Partnership
☐ Other ☐ Sole Proprietor

Description of Business _____ Start Date _____

Phone No. _____

State License No. _____ Resale No. _____ Fax No. _____

State License Type _____ Federal ID No. _____ APN # _____

Expiration Date _____ State ID No. _____ Email Address _____

Enter below names of Owners, Partners, or Corporate Officers:

1st Owner Name _____ Title _____ Driver's License #: _____

Address _____ Soc. Sec. # _____
(Cannot be P.O. Box)

Phone No. _____

Cell Phone No. _____

2nd Owner Name _____ Title _____ Driver's License #: _____

Address _____ Soc. Sec. # _____
(Cannot be P.O. Box)

Phone No. _____

Cell Phone No. _____

In case of emergency, please contact:

Contact Name: _____ Phone No. _____

Title: _____ Alternate Phone No. _____

Address _____

If you are renting the above business location in the City of La Puente, please complete this section:

Landlord Name _____ Phone No. _____

Address _____

Note: Per LPMC Section 5.04.240 Business Licenses are not transferable; provided however, that where a license is issued authorizing a person to transact and carry on a business at a particular location within the city, the business license officer may, upon the filing of an application by the licensee and payment of a fee thereof, amend the license to authorize the transacting and carrying on such business under license at a different location with in the city.

Owner's Initial: _____ Date: _____

I declare, under penalty of perjury that the statements and information contained in this application is true and correct to the best of my knowledge and belief. I agree to conform with all requirements of zoning, building, fire and all other applicable laws, ordinances and regulations pertaining to the operating of such business. Furthermore, I agree to notify the City of La Puente Business License Division within TEN (10) days of any change in the facts stated herein (change of ownership, address, operation, etc.) or any other facts required by this application.

Owner's Signature: _____ Date: _____

RETURN APPLICATION TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO CITY OF LA PUENTE

CITY OF LA PUENTE

DEPARTMENTAL COMMENTS

_____

_____

_____

_____

_____

_____

PLEASE REMIT $71.00 NON-REFUNDABLE ONE TIME APPLICATION FEE FOR NEW BUSINESS, CHANGE OF ADDRESS OR CHANGE OF OWNERSHIP IN ADDITION TO THE BUSINESS LICENSE TAX.

LPMC SECTION NO.	TYPE OF BUSINESSES	FEE CALCULATIONS	TOTAL FEES
5.04.430	Retail Sales, Wholesale and Miscellaneous License Tax	$ 50.00 and $5.00 for each employee including owners	$
5.04.440	Manufacturing License Tax	$ 50.00 and $5.00 for each employee including owners.	$
5.04.450	Business Professions	$ 50.00 and $5.00 for employees & owners (please to the LPMC to see the list of professions)	$
5.04.500(b)	Pool and billiards halls	Gross annual receipts $_____ X 1 % _____ = $_____	$
5.04.500(d)	Coin operated equipment	Gross annual receipts $_____ X 1 % _____ = $_____	$
5.04.510(a)	Circus, carnivals or other similar exhibition	$125.00 per day plus $25.00 per day for any side show Conducted in conjunction therewith.	$
5.04.570	Barber shop or beauty parlor license	$ 50.00 and $5.00 for each employee including owners.	$
5.04.640	Vending machines (which dispenses tangible or intangible items)	Gross annual receipts $_____ X 1 % _____ = $_____	$
5.04.650	Multiple residential units (4 or more units)	$1.00 per unit. Number of units _____ X $1.00 = _____	$
5.04.400B	Multiple businesses	$25.00 and $5.00 for each employee including owners	$
SENATE BILL 1186	**FOR ALL BUSINESSES TYPE**	**A fee of $1.00**	$ **1.00**
ZONING CLEARANCE	**FOR ALL NEW BUSINESSES, CHANGE OF ADDRESS AND CHANGE IN OWNERSHIP**	**$ 78.93**	$ **78.93**

TOTAL: $_____

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Fax: (626) 961-4626

Business Name:
Business Address:

SIGNATURE SHEET

STEP 1 — PLANNING & ZONNING DIVISION

Approval ☐ Denial ☐

Comments:

Signature: _____ Date: _____

STEP 2 — CODE ENFORCEMENT DIVISION

Approval ☐ Denial ☐

Comments:

Signature: _____ Date: _____

STEP 3 — BUILDING & SAFETY DIVISION

Approval ☐ Denial ☐

Comments:

Signature: _____ Date: _____

STEP 4 — LOS ANGELES COUNTY FIRE DEPARTMENT

Approval ☐ Denial ☐

Comments:

Signature: _____ Date: _____

It is the responsibility of the applicant to obtain all proper signatures from each division. A license will not be issued unless all signatures are obtained.

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SIGNATURE SHEET

STEP 5 LOS ANGELES COUNTY HEALTH DEPARTMENT (626) 813-3380

Approval ☐ Denial ☐

Comments:

Signature: _____ Date: _____

STEP 6 BUSINESS LICENSE OFFICER

Approval ☐ Denial ☐

Comments:

Signature: _____ Date: _____

It is the responsibility of the applicant to obtain all proper signatures from each division. A license will not be issued unless all signatures are obtained.

OFFICE USE ONLY
NOTES

City of La Puente
Business Occupancy Permit

Business Name: _____

Business Location: _____ Phone: _____

Property/Building Owner's Name: _____

Address: _____ Phone: _____

Previous use of property/business: _____

How long has the building been vacant: _____

Are there existing signs on the building? ☐ YES ☐ NO

Do you intend to install new building signs? ☐ YES ☐ NO

Do you intend to change existing sign face? ☐ YES ☐ NO

Number of parking spaces: _____ Number of handicap spaces: _____

Is there live landscaping? ☐ YES ☐ NO

If yes, what type? _____

Are there trash enclosures? ☐ YES ☐ NO

I understand that no structural alteration or additions, and/or mechanical or electrical alterations or additions, and/or signs and other advertising shall be installed or erected temporarily or permanently on any lot or parcel of land unless such construction and/or advertising are first reviewed and approved by the La Puente Planning Department and/or Building and Safety Division.

Applicant Signature: _____ Date: _____

CITY OF LA PUENTE
BUSINESS LICENSE CHECKLIST
IN-TOWN BUSINESSES

- Check address to make sure property is within the City's jurisdiction ☐
- Depending on the type of business, check with planning for zoning ☐
- Hand out business license application ☐
- Explain all approvals needed for application to be completed ☐
- Copies of all owner's proof of picture Identification ☐
- Obtain a copy of a seller's permit for all retail businesses ☐
- For all corporations obtain a copy of the Articles of Incorporation ☐
- Obtain a copy of Federal Tax ID (EIN) for all businesses or Social Security no. ☐
- For restaurants or food related businesses, obtain a Health Department license ☐
- For Non-Profits obtain a copy of their State Exemption document 501(c) (3) ☐
- From the Department of Labor's website print the S I C that best describes the business ☐
- For all Physicians obtain a copy of their State issued license and verify on the website that license is still active. ☐
- For all Beauty Salon or Barber shops obtain a copy of their cosmetology license and verify with the State website that license is still active. ☐
- Once application is complete and received log into system and give to Public Safety for approval. ☐
- When the application is approved by Departments, contact the business owner to notify that the application is ready for Building and Safety and Fire Department approval. ☐

City of La Puente
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626-855-1508 or 626-855-1521

Effective January 1, 2013 Per the State of California Assembly Bill 1186 the City of La Puente will be charging an additional $1.00 to all new business licenses and business license renewals.

All Businesses exempt by section 501 (c)(3) MUST also pay the State Mandated fee of $1.00

"Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies":

The Division of the State Architect at:
www.dgs.ca.gov/dsa/Home.aspx.

The Department of Rehabilitation at:
www.rehab.cahwnet.gov.

The California Commission on Disability Access at:
www.ccda.ca.gov.

Should you have any questions you may refer to the websites mention above or you may reach the City of La Puente Business License Division at 626-855-1508 or 626-855-1521.